



Agency Implementation Guide

The **MAINTAIN CAMPAIGN** aims to promote healthy lifestyles and weight maintenance through encouragement of mindful eating and physical activity during the holiday season.

Project Goals:

- 1) Provide a weight-maintenance program during the winter holiday season
- 2) Inform & Educate Employees about Physical Activity, Healthy Eating, and other Healthy Lifestyle options

How it works:

Participants confidentially weigh-in with a registered nurse before the holidays kick-off (before Thanksgiving) and make a pledge to maintain or lose weight during the holiday season.

Between Thanksgiving and the New Year participants receive weekly campaign tips; the emails help navigate everything from holiday parties to holiday travel to encourage healthy and mindful eating and physical activity habits throughout the holidays.

Following the New Year, a confidential weigh-out is offered to allow folks to track their weight maintenance or loss.

The Guide:

This toolkit provides Federal Agencies with all the materials they need in order to implement the **MAINTAIN CAMPAIGN** within their own agency. It includes the following materials:

1. **Marketing** – flyers that can be edited with agency-specific content, the text can be pasted in the body of an email for electronic distribution as well as printed to post around the office. There are draft marketing materials for both the weigh-in and weigh-out sessions.
2. **Signage** – there is signage for both the weigh-in and weigh-out sessions that agencies can choose to post

3. Weigh-in materials:

- a. **Participant Brochure** – this modifiable document is in Publisher; it requires agencies update the back panel with a point of contact for their agency before printing. Designed to be given to participants at the weigh-in, it provides participants with an overview of the program, other health tips, an agency point of contact, and place to enter their initial weight and blood pressure. Participants are encouraged to keep the brochure throughout the challenge so they can write in their weigh-out information as well.
 - b. **Coordinator Form** – this form is to record a participant name and agency with their ID#; information from this form will be entered into the Excel Tracking Document (#2d).
 - c. **Nurse Form** – this form is for the nurses to record a participant ID# and weight; it should be kept by the nurses or coordinators (not given to participants). Information from this form will be entered into the Excel Tracking Document (#2d).
 - d. **Excel Tracking Document** – this document allows for tracking of participation:
 - i. Tab 1: Enter participant name, email, agency, and any notes next to the ID#
 - ii. Tab 2: Enter participant weight next to ID#; at weigh-out enter participant weight next to ID# - the weight loss/gain/maintenance will automatically be calculated, indicate with an “X” which of those categories the participant falls into
 - iii. Tab 3: Some agencies may choose to allow participants the opportunity to weigh themselves weekly – this chart allows for recording of weekly weights
4. **Weekly motivational emails** – there are six pre-crafted weekly emails for distribution to participants. Simply copy and paste the contents of the word document in an email for distribution. At the top of the documents (as well as in the document title) the number of the week along with the Monday of that week is listed for ease of organization.

5. Weigh-out materials:

- a. **Marketing** – Flyer (see #1) and Week 6 motivational email both include tools on how to share the weigh-out information with participants
- b. **Participant ID Numbers** – this document (or the first tab of the Excel document (#3d)) can be used to identify participant ID#s, the participant can provide that number to the nurse to write on their form
- c. **Nurse Form** – this form is for the nurses to record a participant ID# and weight; it should be kept by the nurses or coordinators (not given to participants)
- d. **Excel Tracking Document** – this document allows for tracking of participation (see #3d); tab 2 or 3 will be used in the weigh-out

How do I identify a nurse to assist with weigh-in/out sessions?

The Federal Occupational Health (FOH) nurses located in your federal health clinic are often very helpful and make themselves available to assist with your agency's weigh-in and weigh-out events.

John C. Kluczynski Federal Building (JCK)

Location: 230 S Dearborn Street, Room 240 • [Map It](#)

Hours: 8:00 AM-4:30 PM

Nurse Coordinator: MaryEllen Tarara

maryellen.tarara@foh.hhs.gov

Phone: 312-353-2534

Ralph H. Metcalfe Federal Building

77 West Jackson Boulevard, Room 401 • [Map It](#)

Hours: 8:00 AM-4:30 PM

Nurse Coordinator: Laurie Newlin

Laurie.Newlin@foh.hhs.gov

Phone: 312-353-8785

Illinois Center

233 N. Michigan Avenue, Suite 740

Hours: 8:00 AM-12:00 PM

Nurse Coordinator: Susan Bailey

susan.bailey@foh.hhs.gov

Phone: (312) 353-0309

If your building is not listed here, please contact the FOH Nurse Manager. Ms. Sarkauskas can connect you to a nurse in your building or one near by:

Kathy M. Sarkauskas, RN, BSN

Area Nurse Manager Clinical Division

Federal Occupational Health, Program Support Center

U.S. Department of Health and Human Services

Phone: (312) 886-5433

Kathy.Sarkauskas@foh.hhs.gov

If the FOH nurses are not available it is possible to coordinate with nurses from the U.S. Public Health Service Commissioned Corps. Please contact Lesley Craig to be connected to USPHS Nurses:

Lesley J. Craig

Public Health Advisor

U.S. Department of Health and Human Services

Phone: (312) 353-4321

Lesley.Craig@hhs.gov

Questions about this Guide, materials, or overall implementation of the *MAINTAIN CAMPAIGN*? Contact Lesley.Craig@hhs.gov.